Pacific Career and Technology High School

School Site Council Agenda/Minutes

Agenda / Actas del Consejo Escolar

Date & Time *(Fecha & Hora)*

11/17/2026 2:15 PM

Location *(Ubicación)*

PHS Lounge

Zoom Link *(Enlace de Zoom)*

2026 - 2027, Elected SSC Members *Miembros Electos de SSC*

Non-staff: Parents/Community Member/Students *No Personal: Padres/Miembros de la Comunidad/Estudiantes*			**Present / Absent** *Presente/ Ausente*
Parent	Anginae Robbins	Year 2	
Student	Oscar Millan	Year 1	
Student	Vincent Gama	Year 1	
Parent	N/A	Year 1	
Community Member	N/A	Year 1	
Alternates *(Alternativos)*:			

***Parents/Community Members that are employees of the school may not serve as a parent member of the site council. (Student reps are for secondary sites only)**

***Los Padres/Miembros de la Comunidad que son empleados de la escuela no pueden servir como padres miembros del consejo escolar. (Los representantes de alumnos son sólo para escuelas secundarias).**

Staff: Principal or Designee/Teachers/Other Staff *Personal: Director(a) o Designado(a)/ Maestros/ Otro Personal*		**Present / Absent** *Presente/ Ausente*
Principal/Designee: *Directora(a)/ Designado(a):* Bob Wilkerson		
Teacher: *Maestro(a):* Debra Trejo	Year 1	
Teacher: *Maestro(a):* N/A	Year 1	
Teacher: *Maestro(a):* N/A	Year 1	
Other Staff*:Otro Personal:* KB Yang	Year 1	
Alternates: *Alternativos:* Sandra Bunch		
***Teachers must be the majority** **Los maestros deben ser mayoría*		

AGENDA

ITEM *ARTÍCULO*	**Facilitator** *Facilitador(a)*	**Minutes** *Minutas*
Call to Order / Sign in sheet *Orden del Día/ Hoja de Firmas* **Quorum** *Quórum* **(50% +1)**	**Chairperson** ***Presidente***	This meeting is called to order at: *Se abre la sesión a las* Total Members in Attendance: *Total de Miembros Presentes:* Quorum: *Quórum:*
Public Comment (2 minutes per speaker) *Comentarios del Público (2 minutos cada participante)*	**Chairperson** ***Presidente***	**Summary of Comments (***Resumen de Comentarios)*
Review Agenda *Repasar Agenda*	**Chairperson** ***Presidente***	**Summary of Comments (***Resumen de Comentarios)*
Review / approve minutes from last meeting *Revisar/aprobar el acta de la última reunión* 2 Previous Minutes	**Chairperson** ***Presidente***	I move to approve the *Propongo aprobar a la* Person *Persona:* Second *Se secundó*: In favor *A favor* : Oppose *En contra*: Abstain *En abstención*: Motion: Pass or Fail: *Moción: Aprobada o Rechazada*

Council Business *Asuntos del Consejo*		
Member Training (Formación de Miembros	**Chairperson** ***Presidente***	**Summary of Action Taken** *Resumen de Medidas Adoptadas*
Elect Officers (Elegir a Funcionarios)	**Chairperson** ***Presidente***	**Summary of Action Taken** *Resumen de Medidas Adoptadas*
N/A	**Chairperson** ***Presidente***	**Summary of Action Taken** *Resumen de Medidas Adoptadas*

Required Document Review & Approve: *Revisión y Aprobación de Documentos Requeridos:*		
Bylaws (Reglamentos) 1📎 Attachment	**Chairperson** ***Presidente***	I move to approve the *Propongo aprobar a la* Person *Persona:* Second *Se secundó*: In favor *A favor* : Oppose *En contra*: Abstain *En abstención*: Motion: Pass or Fail: *Moción: Aprobada o Rechazada*
Parent Involvement (Participación de Padres) 1📎 Attachment	**Chairperson** ***Presidente***	I move to approve the *Propongo aprobar a la* Person *Persona:* Second *Se secundó*: In favor *A favor* : Oppose *En contra*: Abstain *En abstención*: Motion: Pass or Fail: *Moción: Aprobada o Rechazada*
School Compact (Compacto Escolar 1📎 Attachment	**Chairperson** ***Presidente***	I move to approve the *Propongo aprobar a la* Person *Persona:* Second *Se secundó*: In favor *A favor* : Oppose *En contra*: Abstain *En abstención*: Motion: Pass or Fail: *Moción: Aprobada o Rechazada*
Site Safety Plan (Plan de Seguridad del Centro)	**Chairperson** ***Presidente***	I move to approve the *Propongo aprobar a la* Person *Persona:* Second *Se secundó*: In favor *A favor* : Oppose *En contra*: Abstain *En abstención*: Motion: Pass or Fail: *Moción: Aprobada o Rechazada*

Document Review: *Revisión y de Documentos*		
N/A	**Chairperson** ***Presidente***	**Summary of Action Taken** *Resumen de Medidas Adoptadas*
N/A	**Chairperson** ***Presidente***	**Summary of Action Taken** *Resumen de Medidas Adoptadas*
School Plan For Student Achievement (SPSA) *Plan Escolar para el Rendimiento Académico de los Estudiantes (SPSA)*		
N/A	**Chairperson** ***Presidente***	I move to approve the *Propongo aprobar a la* Person *Persona:* Second *Se secundó*: In favor *A favor* : Oppose *En contra*: Abstain *En abstención*: Motion: Pass or Fail: *Moción: Aprobada o Rechazada*

Other Business: *Otros Asuntos:*		
ELAC Reporting *Informes ELAC*	**Chairperson** ***Presidente***	**Summary of Reporting (***Resumen de Informes)*
Committee Reports or Guest Presenters (PTA, DELAC, Other outside presenters) *Informes de Comités o Presentadores Invitados (PTA, DELAC, otros presentadores externos)*	**Chairperson** ***Presidente***	**Summary of Presentation (***Resumen de Presentación)*
Additional Information/New Business/Discussion *Información Adicional/Asuntos Nuevos/Conversación*	**Chairperson** ***Presidente***	**Summary of Action Taken** *Resumen de Medidas Adoptadas*
Adjournment: *Aplazamiento:*	**Chairperson** ***Presidente***	**Time**: *Hora:*

Next meeting date: 01/26/2027 2:15 PM
Fecha de próxima reunión:

Pacific Career and Technology High School

School Site Council Agenda/Minutes

Agenda / Actas del Consejo Escolar

Date & Time *(Fecha & Hora)*

05/20/2026 2:30 PM

Location *(Ubicación)*

Zoom

Zoom Link *(Enlace de Zoom)*

https://twinriversusd-org.zoom.us/j/84929976638

2025 - 2026, Elected SSC Members *Miembros Electos de SSC*

Non-staff: Parents/Community Member/Students *No Personal: Padres/Miembros de la Comunidad/Estudiantes*		**Present / Absent** *Presente/ Ausente*
Parent	Anginae Robbins	Absent
Community Member	Harley Radovich	Present
Student	Samantha Mock	Present
Parent	N/A	Absent
Community Member	N/A	Absent
Alternates *(Alternativos)*:		

***Parents/Community Members that are employees of the school may not serve as a parent member of the site council. (Student reps are for secondary sites only)**

***Los Padres/Miembros de la Comunidad que son empleados de la escuela no pueden servir como padres miembros del consejo escolar. (Los representantes de alumnos son sólo para escuelas secundarias).**

Staff: Principal or Designee/Teachers/Other Staff *Personal: Director(a) o Designado(a)/ Maestros/ Otro Personal*	**Present / Absent** *Presente/ Ausente*
Principal/Designee: *Directora(a)/ Designado(a):* Nick Coronado	Present
Teacher: *Maestro(a):* Debra Trejo	Present
Teacher: *Maestro(a):* N/A	Absent
Teacher: *Maestro(a):* N/A	Absent
Other Staff*:Otro Personal:* Del Radovich	Present
Alternates: *Alternativos:*	
***Teachers must be the majority** **Los maestros deben ser mayoría*	

AGENDA

ITEM *ARTÍCULO*	**Facilitator** *Facilitador(a)*	**Minutes** *Minutas*
Call to Order / Sign in sheet *Orden del Día/ Hoja de Firmas* **Quorum** *Quórum* **(50% +1)**	**Chairperson** ***Presidente***	This meeting is called to order at: *Se abre la sesión a las* 3:04 PM Total Members in Attendance: 5 *Total de Miembros Presentes:* Quorum: Yes (Si) *Quórum:*
Public Comment (2 minutes per speaker) *Comentarios del Público (2 minutos cada participante)*	**Chairperson** ***Presidente***	**Summary of Comments (***Resumen de Comentarios)* NA
Review Agenda *Repasar Agenda*	**Chairperson** ***Presidente***	**Summary of Comments (***Resumen de Comentarios)* NA
Review / approve minutes from last meeting *Revisar/aprobar el acta de la última reunión* 1 Previous Minutes	**Chairperson** ***Presidente***	I move to approve the *Propongo aprobar a la* Minutes/Actas Person *Persona:* Nick Coronado Second *Se secundó*: Del Radovich In favor *A favor* : 4 Oppose *En contra*: 0 Abstain *En abstención*: 0 Motion: Pass or Fail: Pass *Moción: Aprobada o Rechazada*

Council Business *Asuntos del Consejo*		
N/A	**Chairperson** ***Presidente***	**Summary of Action Taken** *Resumen de Medidas Adoptadas* NA
N/A	**Chairperson** ***Presidente***	**Summary of Action Taken** *Resumen de Medidas Adoptadas* NA
N/A	**Chairperson** ***Presidente***	**Summary of Action Taken** *Resumen de Medidas Adoptadas* NA

Required Document Review & Approve: *Revisión y Aprobación de Documentos Requeridos:*		
N/A	**Chairperson** ***Presidente***	I move to approve the *Propongo aprobar a la* NA Person *Persona:* Second *Se secundó*: In favor *A favor* : Oppose *En contra*: Abstain *En abstención*: Motion: Pass or Fail: *Moción: Aprobada o Rechazada*
N/A	**Chairperson** ***Presidente***	I move to approve the *Propongo aprobar a la* NA Person *Persona:* Second *Se secundó*: In favor *A favor* : Oppose *En contra*: Abstain *En abstención*: Motion: Pass or Fail: *Moción: Aprobada o Rechazada*
N/A	**Chairperson** ***Presidente***	I move to approve the *Propongo aprobar a la* NA Person *Persona:* Second *Se secundó*: In favor *A favor* : Oppose *En contra*: Abstain *En abstención*: Motion: Pass or Fail: *Moción: Aprobada o Rechazada*
N/A	**Chairperson** ***Presidente***	I move to approve the *Propongo aprobar a la* NA Person *Persona:* Second *Se secundó*: In favor *A favor* : Oppose *En contra*: Abstain *En abstención*: Motion: Pass or Fail: *Moción: Aprobada o Rechazada*

Document Review: *Revisión y de Documentos*

N/A	**Chairperson** ***Presidente***	**Summary of Action Taken** *Resumen de Medidas Adoptadas* NA
N/A	**Chairperson** ***Presidente***	**Summary of Action Taken** *Resumen de Medidas Adoptadas* NA

School Plan For Student Achievement (SPSA) *Plan Escolar para el Rendimiento Académico de los Estudiantes (SPSA)*

Approve 26-27 SPSA 1 Attach Document	**Chairperson** ***Presidente***	I move to approve the *Propongo aprobar a la* 26-27 SPSA Person *Persona:* Del Radovich Second *Se secundó*: Sam Mock In favor *A favor* : 4 Oppose *En contra*: 0 Abstain *En abstención*: 0 Motion: Pass or Fail: Pass *Moción: Aprobada o Rechazada*

Other Business: *Otros Asuntos:*		
ELAC Reporting *Informes ELAC*	**Chairperson** ***Presidente***	**Summary of Reporting (***Resumen de Informes)* Still looking for parents.
Committee Reports or Guest Presenters (PTA, DELAC, Other outside presenters) *Informes de Comités o Presentadores Invitados (PTA, DELAC, otros presentadores externos)*	**Chairperson** ***Presidente***	**Summary of Presentation (***Resumen de Presentación)* NA
Additional Information/New Business/Discussion *Información Adicional/Asuntos Nuevos/Conversación* Discuss Cell Phone Policy	**Chairperson** ***Presidente***	**Summary of Action Taken** *Resumen de Medidas Adoptadas* Board Meeting in June On Website All School Environments Instructional time must be off Record without agreement on take pictures Instructional time is per teacher Sam - sit on phone and doesnt do work. Thinks its good. Warning before phone taken Harley - consequences and parent notified everytime Deb - Across the site policy not per teacher.
Adjournment: *Aplazamiento:*	**Chairperson** ***Presidente***	**Time**: *Hora:* 3:30 PM

Next meeting date: 10/07/2026 2:00 PM
Fecha de próxima reunión:

Pacific Career and Technology High School

School Site Council Agenda/Minutes

Agenda / Actas del Consejo Escolar

Date & Time *(Fecha & Hora)*

11/04/2026 2:15 PM

Location *(Ubicación)*

PHS Staff Lounge

Zoom Link *(Enlace de Zoom)*

2026 - 2027, Elected SSC Members *Miembros Electos de SSC*

Non-staff: Parents/Community Member/Students *No Personal: Padres/Miembros de la Comunidad/Estudiantes*			**Present / Absent** *Presente/ Ausente*
Parent	Aginae Robbins	Year 2	Absent
Student	Oscar Millan	Year 1	Absent
Community Member	Vacant	Year 1	Absent
Student	Vincent Gama	Year 1	Absent
Student	N/A	Year 1	Absent
Alternates *(Alternativos)*:			

***Parents/Community Members that are employees of the school may not serve as a parent member of the site council. (Student reps are for secondary sites only)**

***Los Padres/Miembros de la Comunidad que son empleados de la escuela no pueden servir como padres miembros del consejo escolar. (Los representantes de alumnos son sólo para escuelas secundarias).**

Staff: Principal or Designee/Teachers/Other Staff *Personal: Director(a) o Designado(a)/ Maestros/ Otro Personal*			**Present / Absent** *Presente/ Ausente*
Principal/Designee: *Directora(a)/ Designado(a):*	Bob Wilkerson		Present
Teacher: *Maestro(a):*	Debra Trejo	Year 1	Present
Teacher: *Maestro(a):*	N/A	Year 1	Absent
Teacher: *Maestro(a):*	N/A	Year 1	Absent
Other Staff*:Otro Personal:*	KB Yang	Year 1	Present
Alternates: *Alternativos:*	Sandra Bunch - Teacher		Absent

***Teachers must be the majority** **Los maestros deben ser mayoría*

AGENDA

ITEM *ARTÍCULO*	**Facilitator** *Facilitador(a)*	**Minutes** *Minutas*
Call to Order / Sign in sheet *Orden del Día/ Hoja de Firmas* **Quorum** *Quórum* **(50% +1)**	**Chairperson** ***Presidente***	This meeting is called to order at: *Se abre la sesión a las* 2:15 PM Total Members in Attendance: 3 *Total de Miembros Presentes:* Quorum: No *Quórum:*
Public Comment (2 minutes per speaker) *Comentarios del Público (2 minutos cada participante)*	**Chairperson** ***Presidente***	**Summary of Comments (***Resumen de Comentarios)* No comments.
Review Agenda *Repasar Agenda*	**Chairperson** ***Presidente***	**Summary of Comments (***Resumen de Comentarios)* No comments.
Review / approve minutes from last meeting *Revisar/aprobar el acta de la última reunión* 1 Previous Minutes	**Chairperson** ***Presidente***	I move to approve the *Propongo aprobar a la* Minutes/Actas Person *Persona:* N/A Second *Se secundó*: N/A In favor *A favor* : 0 Oppose *En contra*: 0 Abstain *En abstención*: 0 Motion: Pass or Fail: No quorum *Moción: Aprobada o Rechazada*

Council Business *Asuntos del Consejo*		
New Members (Nuevos Miembros)	**Chairperson** ***Presidente***	**Summary of Action Taken** *Resumen de Medidas Adoptadas* Announced new members. Bob Wilkerson - Principal Debra Trejo - Teacher Sandra Bunch - Alternate Teacher KB Yang - Other Staff Student - Oscar Millan Student - Vincent Gama
Elect Officers (Elegir a Funcionarios)	**Chairperson** ***Presidente***	**Summary of Action Taken** *Resumen de Medidas Adoptadas* No quorum.
N/A Review terms of office - voting item	**Chairperson** ***Presidente***	**Summary of Action Taken** *Resumen de Medidas Adoptadas* No quorum.

Required Document Review & Approve: *Revisión y Aprobación de Documentos Requeridos:*		
Bylaws (Reglamentos) 1📎 Attachment	**Chairperson** ***Presidente***	I move to approve the *Propongo aprobar a la* Bylaws Person *Persona:* Second *Se secundó*: In favor *A favor* : Oppose *En contra*: Abstain *En abstención*: Motion: Pass or Fail: *Moción: Aprobada o Rechazada* No quorum
Parent Involvement (Participación de Padres) 1📎 Attachment	**Chairperson** ***Presidente***	I move to approve the *Propongo aprobar a la* Parent Involvement Person *Persona:* Second *Se secundó*: In favor *A favor* : Oppose *En contra*: Abstain *En abstención*: Motion: Pass or Fail: *Moción: Aprobada o Rechazada* No quorum
School Compact (Compacto Escolar 1📎 Attachment	**Chairperson** ***Presidente***	I move to approve the *Propongo aprobar a la* School Compact Person *Persona:* Second *Se secundó*: In favor *A favor* : Oppose *En contra*: Abstain *En abstención*: Motion: Pass or Fail: *Moción: Aprobada o Rechazada* No quorum
Site Safety Plan (Plan de Seguridad del Centro)	**Chairperson** ***Presidente***	I move to approve the *Propongo aprobar a la* Site Safety Plan Person *Persona:* Second *Se secundó*: In favor *A favor* : Oppose *En contra*: Abstain *En abstención*: Motion: Pass or Fail: *Moción: Aprobada o Rechazada* No quorum

Document Review: *Revisión y de Documentos*

Other SPSA Review 1 Attachment	**Chairperson** ***Presidente***	**Summary of Action Taken** *Resumen de Medidas Adoptadas* The SPSA has not yet been approved and will be reviewed upon approval.
Other CAASP Data	**Chairperson** ***Presidente***	**Summary of Action Taken** *Resumen de Medidas Adoptadas* Will review once the data are received.

School Plan For Student Achievement (SPSA) *Plan Escolar para el Rendimiento Académico de los Estudiantes (SPSA)*

N/A	**Chairperson** ***Presidente***	I move to approve the *Propongo aprobar a la* N/A Person *Persona:* Second *Se secundó*: In favor *A favor* : Oppose *En contra*: Abstain *En abstención*: Motion: Pass or Fail: *Moción: Aprobada o Rechazada*

Other Business: *Otros Asuntos:*		
ELAC Reporting *Informes ELAC*	**Chairperson** ***Presidente***	**Summary of Reporting (***Resumen de Informes)* One parent has been appointed to the committee, but the ELAC has not yet been held.
Committee Reports or Guest Presenters (PTA, DELAC, Other outside presenters) *Informes de Comités o Presentadores Invitados (PTA, DELAC, otros presentadores externos)*	**Chairperson** ***Presidente***	**Summary of Presentation (***Resumen de Presentación)* N/A
Additional Information/New Business/Discussion *Información Adicional/Asuntos Nuevos/Conversación*	**Chairperson** ***Presidente***	**Summary of Action Taken** *Resumen de Medidas Adoptadas* - Mr. Wilkerson will review the calendar and confirm the date of the next SSC meeting. - Mr. Wilkerson noted that a reorganization is currently underway.
Adjournment: *Aplazamiento:*	**Chairperson** ***Presidente***	**Time**: *Hora:* 2:29 PM

Next meeting date: 11/18/2026 2:15 PM
Fecha de próxima reunión:

School Site Council Bylaws Pacific High School

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Article I: Duties of the SSC

The SSC of Pacific High School, hereinafter referred to as the SSC, shall carry out the following duties:

- Obtain recommendations for, and review of, the proposed School Plan for Student Achievement (SPSA) from all school advisory committees
- Develop and approve the SPSA and related expenditures in accordance with all state and federal laws and regulations
- Recommend the SPSA and expenditures to the governing board for approval
- Provide ongoing review of the implementation of the SPSA with the principal, teachers, and other school staff members
- Make modifications to the SPSA whenever the need arises
- Submit the modified SPSA for governing board approval whenever a material change (as defined in district governing board policy) is made in planned activities or related expenditures
- Annually (and at each semester, trimester, etc.) evaluate the progress made toward school goals to raise the academic achievement of all students
- Carry out all other duties assigned to the SSC by the district governing board and by state law

Article II: Members

New members will be voted into office during the August and September Elections. Elections will be administered via electronic ballot when possible and will follow the laws outlined in EdCode Section 65000
Section A: Composition

The SSC shall be composed of 6 members, selected by their peers, as follows:

- 1 Classroom teacher
- 1 Student
- 1 Other school staff member
- 2 Parents or community members
- The school principal or designee shall be an ex officio member of the SSC

SSC members chosen to represent parents may be employees of the school district **so long as they are not employed at this school.**

Section B: Term of Office

SSC members shall be elected for 2 year terms. Half, or the nearest approximation thereof, of each representative group shall be elected during odd years, and the remaining number elected during even years. (This example assumes two-year terms; the language should be modified to reflect the length of term agreed to by the SSC.) At the first regular meeting of the SSC, each member's current term of office shall be recorded in the minutes of the meeting.

Section C: Voting Rights

Each member is entitled to one vote and may cast that vote on any matter submitted to a vote of the SSC. Absentee ballots shall not be permitted.

Section D: Termination of Membership

The SSC may, by an affirmative vote of two-thirds of all its members, suspend or expel a member. Any elected member may terminate his or her membership by submitting a written letter of resignation to the SSC chairperson.

Section E: Transfer of Membership

Membership on the SSC may not be assigned or transferred.

Section F: Vacancy

Any vacancy on the SSC occurring during the term of a duly elected member shall be filled by a new member selected in an appropriate manner (e.g., regular elections; appointment of the SSC for the period of time until the next regular election; or the seating of a previously elected alternate member to fill the remainder of the term of the vacant seat).

Article III: Officers

Section A: Officers

The officers of the SSC shall be a chairperson, vice-chairperson, secretary, and other officers the SSC may deem desirable. The chairperson shall:

- Preside at all meetings of the SSC
- Sign all letters, reports, and other communications of the SSC
- Perform all duties incident to the office of the chairperson
- Have other such duties as are prescribed by the SSC

The vice-chairperson shall:

- Represent the chairperson in assigned duties
- Substitute for the chairperson in his or her absence

The secretary shall:

- Keep minutes of all regular and special meetings of the SSC
- Transmit true and correct copies of the minutes of such meetings to members of the SSC
- Provide all notices in accordance with these bylaws
- Be custodian of the records of the SSC
- Keep a register of the names, addresses and telephone numbers of each member of the SSC, the chairpersons of school advisory committees, and others with whom the SSC has regular dealings, as furnished by those persons
- Perform other such duties as are assigned by the chairperson or the SSC

Section B: Election and Terms of Office

The officers shall be elected annually at the first or second meeting of the SSC and shall serve for one year, or until each successor has been elected.

Section C: Removal of Officers

Officers may be removed from office by a two-thirds vote of all the members.

Section D: Vacancy

A vacancy in any office shall be filled at the earliest opportunity by a special election of the SSC for the remaining portion of the term of office.

Article IV: Committees

Section A: Subcommittees

The SSC may establish and abolish subcommittees of its own membership to perform duties as shall be prescribed by the SSC. At least one member representing teachers and one member representing parents shall make up the subcommittee. No subcommittee may exercise the authority of the SSC.

Section B: Other Standing and Special Committees

The SSC may establish and abolish standing or special committees with such composition to perform such duties as shall be prescribed by the SSC. No such committee may exercise the authority of the SSC.

Section C: Membership

Unless otherwise determined by the SSC, the SSC chairperson shall appoint members of standing or special committees. A vacancy on a committee shall be filled by appointment made by the chairperson.

Section D: Terms of Office

The SSC shall determine the terms of office for members of a committee.

Section E: Rules

Each committee may adopt rules for its own government not inconsistent with these bylaws or rules adopted by the SSC, or policies of the district governing board.

Section F: Quorum

A majority of the members of the committee shall constitute a quorum, unless otherwise determined by the SSC. The act of a majority of the members present shall be the act of the committee, provided a quorum is in attendance.

Article V: Meetings of the SSC

Section A: Meetings

The SSC shall meet regularly on the following dates: 9/27, 11/29, 1/31, 3/20, 5/22. Special meetings of the SSC may be called by the chairperson or by a majority vote of the SSC.

Section B: Place of Meetings

The SSC shall hold its regular meetings at a facility provided by the school, unless such a facility that is accessible to the public, including handicapped persons, is unavailable. Alternate meeting places may be determined by the chairperson or by majority vote of the SSC.

Section C: Notice of Meetings

Written public notice shall be given of all meetings at least 72 hours in advance of the meeting. Changes in the established date, time, or location shall be given special notice. All meetings shall be publicized in the following venues: Office window, Aeries communication and school website.

All required notices shall be delivered to the SSC and committee members no less than 72 hours and no more than 3 days in advance of the meeting, personally or by mail (or by e-mail).

Section D: Quorum

The act of a majority of the members present shall be the act of the SSC, provided a quorum is in attendance, and no decision may otherwise be attributed to the SSC. A majority of the members of the SSC shall constitute a quorum.

Section E: Conduct of Meetings

Meetings of the SSC shall be conducted in accordance with the rules of order established by California *EC* Section 3147(c), and with *Robert's Rules of Order* or an adaptation thereof approved by the SSC.

Section F: Meetings Open to the Public

All meetings of the SSC, and of committees established by the SSC, shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article.

Article VI: Amendments

An amendment of these bylaws may be made at any regular meeting of the SSC by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to SSC members at least 2 days prior to the meeting at which the amendment is to be considered for adoption.

TITLE I PARENT INVOLVEMENT POLICY
PACIFIC CAREER & TECHNOLOGY HIGH SCHOOL

Pacific Career & Technology High School has developed a written Title I parental involvement policy with input from Title I parents. The school developed the policy with representatives of the staff, students and parent body. We distribute the policy during monthly orientation days, and distributing it to all parents attending Back to School Night. The policy describes the means for carrying out the following Title I parental involvement requirements *[20 USC* 6318 Section 1118(a)-(f) inclusive].

INVOLVEMENT OF PARENTS IN THE TITLE I PROGRAM:

To involve parents in the Title I program at Pacific Career & Technology High School, the following practices have been established:

- The school convenes an annual meeting to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program.
  Back to School Night is scheduled for the first month of school. A presentation will be shared with parents at this meeting. It will include achievement data, updates on state standards and how we will implement at the school site. The presentation will also inform parents how they can become involved with activities at the site and how they can assist their children with their schoolwork.

- The school offers a flexible number of meetings for Title I parents, such as meetings in the morning or evening.
  Pacific School Site Council meetings are held in the afternoon. Back to School Night and Open House are held in the evening and awards events are held in the evening.

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- The school involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I programs and the Title I parental involvement policy.
  The Parent Involvement plan and compact were reviewed, evaluated, and updated during a School Site Council meeting with staff, student and parent representatives. This is a public meeting. SSC provide input for the development of the Single Plan for Student Achievement and all programs at the school.

- The school provides parents of Title I students with timely information about Title I programs.
  Information about Title I programs is provided regularly to parents through the Annual Title I Meeting, orientation days, SSC and our school website.

- The school provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet.
  Information about the curriculum, assessments and proficiency levels is provided at the Annual Title I Meeting, school orientations, school website, parent conferences/SST meetings, School Loop
- If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children.
  At SSC parents have opportunities to participate in decisions relating to the education of their children. Parents are also involved in the decision making process during parent-teacher meetings, SSTs and IEPs and 504 meetings

BUILDING CAPACITY FOR INVOLVEMENT:

Pacific Career & Technology High School engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices:

- The school provides Title I parents with assistance in understanding the State's academic content standards. assessments, and how to monitor and improve the achievement of their children. *Content standards, assessments and how to support student achievement is discussed at SSC, Annual Title I meeting, parent-teacher meetings, SSTs, IEPs, 504 meetings and informal meetings.*

- The school provides Title I parents with materials and training to help them work with their children to improve their children's achievement.
  Training and materials are provided during the monthly orientation days when parents come, at SSTs, IEPs, 504 meetings or parent-teacher meetings. Our staff or counselor can assist parents with Aeries Parent Portal.

- With the assistance of Title I parents, the school educates staff members about the value of parent contributions, and in how to work with parents as equal partners.
  Parent involvement is stressed at staff meetings. Teachers and staff use Aeries Parent Portal to ensure parents have timely information about their children's progress in their classes. The school also sends out information about the importance of parent involvement at the school site.

- The school coordinates and integrates the Title I parental involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children.
  Parents are invited to attend all school events and volunteer in school programs. Messages are sent to parents to inform them of upcoming events and how to stay involved. The school also has a newsletter to encourage parent participation.

- The school distributes Information related to school and parent programs, meetings, and other activities to Title I parents in a format and language that the parents understand.
  Pacific uses the services of site staff and district EL department to translate information sent home and provide on site translation. The school site also utilizes the interpretation phone line to communicate with parents in their language.

- The school provides support for parental involvement activities requested by Title I parents. *Through SSC, and informal communications, parents provide input and make requests for parent involvement activities.*

ACCESSIBILITY

Pacific Career & Technology provides opportunities for the participation of all Title I parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students Information and school reports are provided in a format and language that parents understand.
The Pacific staff is very supportive and inclusive of parents. We offer communication in primary languages, individualized conferences and meetings, and a general open door policy.

Pacific Career & Technology High School Family-School Compact

Schools, families, and students benefit when they all take collective responsibility for quality education. When a partnership exists and each partner fulfills his/her responsibilities, student learning improves. Compacts are voluntary agreements between families and school. The term School community* refers to teachers, students, families, other school staff and community members.

Administrative Responsibilities

Through collaborative decision making, create with the involvement of staff, families, students, and the community, a compelling school vision and quality educational program with high standards that are widely understood and embraced by the school community.*

Provide Instructional leadership to ensure appropriate instructional practices, high academic standards, student support, and the delivery of a quality core curriculum to all students.

Provide a safe, orderly and positive teaching/learning environment.

Provide appropriate professional development for staff, families, and students to improve teaching and learning and to support collaborative partnerships with families and the community.

Maintain open two-way communication between the home and school.

Respect the school, students, staff and families.

Teacher Responsibilities

Through collaborative decision making with colleagues, families and students, create a school vision and quality educational programs with high standards that are widely understood and embraced by the school community.*

Endeavor to motivate students to learn. Provide appropriate and varied classroom instruction that actively involves students, and maintains high standards within each subject.

Provide a safe, orderly and caring classroom environment conducive to learning.

Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.

Establish two-way communication with families about student progress in school.

Respect the school, staff and families.

Family Responsibilities

Through collaborative decision making, participate with school, staff and students in creating a compelling school vision and quality educational program with high standards that are widely understood and embraced by the school community.

Communicate the value of education and provide home support and monitoring of student academic work and progress in school.

Establish a schedule with my student for study time, TV viewing, peer activities, and out of school time.

Participate in training opportunities with staff that help to improve teaching and learning both at home and at school.

Communicate regularly with the school.

Respect for the school, staff, students and families.

Student Responsibilities

Through collaborative decision making, participate with parents and school staff in creating a compelling school vision and quality educational program with high standards that are widely understood and embraced by the school and community.

Produce quality work that meets the high standards of each class.

Attend school regularly, on time, and with completed homework. Follow agreed upon schedule and home/school rules.

Participate in school activities with my parents and teachers that help to improve teaching and learning both at home and at school.

Tell parents honestly what is happening at school and help maintain two-way communication.

Respect my school, classmates, staff and family.